

Westford Library Trustee Meeting
11/4/20

Meeting began at 7pm via zoom

Present: Bree Drapa, Pat Hechmer, Leanne Saddlemire, Vicky Ross, Patty Pittala, Peggy Rodgers

1) Public Comment- None

2) Oct meeting minutes were approved

3) YTD budget report- We are 33% through the fiscal year and are on track with spending. Maintenance and repairs may show some overspending by year's end but the spending is on all intentional needs.

4) Librarian's report- In comparison to 2019, many areas of library service have shown an increase, such as adult print circulation, overall circulation, visitor counts, programming and WIFI usage numbers. DVD's and children's books have slowed slightly.

Bree was very happy about the success of programs offered over the busy month. Author Sue Halpern joined in on the book club zoom meeting discussing her book. There were @ 20 participants in the squash contest and also had a big show of voters. There was a very informative candidate forum with Bree moderating. And a well attended fire safety story time- always popular and this year showcased a real live fire hose spraying!

The library is now open for Friday hours and it has been decided to keep both Weds and Sat's curbside pick-up option scheduled during open hours.

The state funded summer reading program materials have come in already.

The library will be closed Thanksgiving Day and the Friday after. Bree will take the holiday week off and has a sub lined up in her absence.

The COOP (Continuation of Operation Plan), that was developed by the library trustees due to the pandemic, has been used as an example for other libraries to use as a guide.

Discussion was had to prepare for, and update if needed, implementing the COOP once again if Covid cases increase to the lint of having closures again enforced. Trustees will look over the questions in folder for further discussion at next meeting.

Bree has been in touch again with Barnes School and has detailed to them the services she can offer through the library. They have not gotten back to her at this time.

The Westford Common Hall has offered their space for a fee (tbd), but Bree feels they need to do more work on being compliant with Covid issues, such as cleaning, before she would feel comfortable bringing children in for any program.

The YE appeals letter was reviewed and revised with input from trustees to reflect the special needs due to the pandemic, such as higher demand for digital services. Bree will write up letter draft and send it out to trustees for review before final draft is completed. Thank you notes will go out in January.

5) FY 22 budget- Vicky and Pat met with Selectboard who were very supportive on budget issues and objectives presented. Vicky and Pat put a good deal of work into this meeting and were well prepared. The Selectboard had a strong request- they want no tax increases to the public for this year due to Covid hardships many are dealing with already. Vicky worked over library budget to comply. She asked for trustees approval to use \$1500.00 from their fund to use in budget so some areas would not be compromised if needed. The vote was approved by all. Selectboard meeting is on Nov 12 at 7pm via zoom and we can attend to support this work.

6) Fundraising- Discussion was started on library's purpose and goals for fundraising. Programming (all ages), digital programming, educational materials for participants, summer reading program, STEM buddies and landscaping improvements were some ideas.

Planning specific programs is still a bit unpredictable due to Covid restraints but it was agreed that we need to be prepared as best we can.

Further discussion on actual fundraising activities will resume at Dec meeting. One idea was for a book themed treasure hunt.

7) In Dec there will be an executive meeting for Bree's evaluation.

8) Building and grounds- Bree met with Maheux Heating to discuss air quality issues inside library. They will be supplying a case of HEPA filters to be used on heating units to improve air quality and dust issues.

Bree is applying for a ventilation grant offered through the UVM Ext. This could help with cost of installing UV lights inside ductwork which would help in cleaning the air from germs/bacteria, as suggested by Maheux also.

The library's steps are very strong and sound- short visits, limiting amount of visitors at one time, mask wearing, cleaning routine, open windows. These steps are working to insure public safety during this covid pandemic time.

Meeting adjourned at 9:20pm

Next meeting - Dec 2 at 7pm via zoom